

Taunton Heritage Trust

Huish Homes Magdalene Street Taunton Somerset TA1 1SG

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JOB DESCRIPTION

Job Title: Finance Manager

Reports to: Chief Officer

Hours: 18 per week, mornings Monday to Friday

Key Responsibilities

To have responsibility for running an effective financial system and supporting procedures at the Trust and providing the Chief Officer and Trustees with accurate financial reporting. To ensure that the Trusts procedures and controls are adhered to.

Duties

Computerised Bookkeeping & Accounts

- To ensure that all income and expenditure is accurately recorded.
- To undertake day-to-day bookkeeping using Quickbooks software system.
- To maintain petty cash records.
- To perform regular reconciliations for all bank accounts and the petty cash account.
- To prepare the agenda, minutes and other relevant paperwork for the relevant committee meetings in liaison with the Chief Officer and Trustees.
- To provide relevant financial reporting to the Chief Officer as required.
- To complete quarterly VAT returns and submit to HMRC.
- Maintain the accounts in line with the Charities Commission and Homes England legislation and guidelines.

Payment of Suppliers

- To liaise with colleagues to ensure that proper documentation is kept for returns and that credit notes are obtained and to ensure that payments are correctly authorised and paid on time.
- To ensure that insurance and other periodic payments are made and that proof of payment is obtained.
- To check suppliers statements and deal with queries.
- To prepare payments for signature in accordance with the mandate and the current financial policy, and with supporting documentation and to then effect those payments.
- To be a signatory on the Trust's bank accounts.

Providing Sheltered Accommodation and helping those in need in Taunton Deane
Registered Charitable Incorporated Organisation (CIO) 1177162

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Residents Weekly Maintenance Contributions

- To effect the two weekly collection of Resident's WMC's by direct debit using the Barclays.net system. {BACS}
- To prepare the annual schedule for WMC charges using the agreed formula.

Monitor bank accounts, investments, liaise with bank

- To keep informed of bank requirements and facilities, and manage signatories, passwords etc and update as necessary.
- To ensure that sufficient funds are available for cash needs.
- To deal with routine correspondence and form filling.
- To prepare money for banking.
- To monitor bank accounts regularly and reconcile statements monthly.
- To regularly update cashflow forecast.
- To liaise with investment managers regarding the Trust's investment portfolio and record dividend payments, interest and performance.

Wages, Salaries & Employment Matters

- To manage and run a payroll system for all Staff including pension contributions and PAYE.
- To ensure that tax and NI deductions are paid to HMRC on time.
- To administer the NEST pensions scheme on behalf of the Trust.

Budgeting, draft accounts, preparation for audit, liaise with auditors

- In liaison with the Chief Officer, Properties Manager and Trustees, prepare and monitor draft budgets.
- To run necessary year end procedures and prepare all reports relating to the accounts.
- To produce draft accounts to trial balance and prepare books and documentation for the auditors.
- To liaise with auditors, respond to queries, comment on their draft accounts and ensure, with the Chief Officer that audited accounts are prepared on time.

Use of computer equipment and software and filing of hard copy documentation

- To ensure regular backups are undertaken and held in a secure location.
- To ensure that all hardcopy documentation is filed in a logical and coherent manner.

Grant applications

- To prepare all payments for grant recipients.
- To ensure all unused grants are recorded.

General

- To support the Chief Officer as required.
- To attend all meetings when requested.
- To attend training courses as appropriate to meet identified training or developmental needs.

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Key Skills for the Role

ESSENTIAL	DESIRABLE
Good experience of using Quickbooks software	Full or part qualified as an accounting technician.
Experience of using HMRC and Quickbooks payroll.	At least two years' experience of using an accounts package for general bookkeeping, including producing accounts and management reports.
Detailed working knowledge of Microsoft Word and Excel packages.	
Excellent oral and written communication skills.	
Experience of working on own initiative in a financial setting and with the ability to work as part of a team.	Experience of the voluntary/charity sector.
Experience of preparing draft financial accounts.	
Experience of liaising with auditors, banks and other financial organisations.	
Experience using a payroll package and experience of payroll administration including responding to Inland Revenue queries. Experience of producing financial reports, budgets and information and experience of monitoring complex budgets.	
Self-motivating and able to prioritise own workload to meet deadlines.	
Advanced problem solving skills.	
Friendly and approachable personality with a flexible and co-operative approach to work.	
Honest and trustworthy and an awareness of confidentiality when dealing with sensitive information.	
Be able to recognise and respect Residents' privacy and maintain confidences.	
The ability to take responsibility for identifying own training & development needs.	
To abide by health and safety guidelines and share responsibility for own safety and that of Residents and colleagues.	
Be willing to undertake an enhanced DBS check.	